

Environmental Laboratory Accreditation Program Branch (ELAPB)
~~850 Marina Bay Parkway, Building P, 1st Floor, MS 0511~~
~~Richmond, CA 94804~~
~~(510) 620-3155~~

P.O. Box 100, Sacramento, CA 95812-0100

INSTRUCTIONS FOR COMPLETING THE APPLICATION

This application must be used for all requests for certification. Please be sure to sign your application. Any applications that are not signed will be returned.

PART A - LABORATORY INFORMATION

1. Indicate whether this application is for new certification, renewal or amendment of a current ELAP certificate. Please provide current certificate number (if you have) and expiration date.
 2. This is the name that will be used on the laboratory's certificate and all official communications. Name and division may be combined to form a one-line laboratory name.
 3. If the laboratory is part of a larger organization and you wish the "division" to be shown on your certificate, include the name of the division here.
 4. Provide the actual laboratory location with a street address, city and state. (Note: ELAPB must be notified in writing within thirty (30) days of any changes to the location of the laboratory, Section 100845(b)(2) of the Health and Safety Code.)
 5. The complete mailing address used for mailing correspondence.
 6. The address used for package deliveries.
 - 7-10. Self-explanatory
 11. For laboratories located in California only.
 12. For laboratories that have an NPDES permit or a State Waste Discharge permit issued by a California Regional Water Quality Control Board.
 13. Check the description that best fits your laboratory.
 14. The person in charge of all operations for the laboratory and the phone number for this person. (Note: ELAPB must be notified in writing within thirty (30) days of any changes in director, Section 100845(d) of the Health and Safety Code.)
 15. The person ELAPB will contact regarding certification matters and the phone number for this person. This person may be the same as the Laboratory Director.
 16. The person to whom correspondence should be addressed.
 17. The person(s), partnership, or corporation that owns the laboratory. If the laboratory is not privately owned, record the agent's name also. (Note that the certificate is actually issued to the owner even though the laboratory's name is on the certificate. ELAPB must be notified in writing within thirty (30) days of any changes in ownership, Section 100845(b)(1), Health and Safety Code.)
 18. For mobile laboratories only. Provide the vehicle information. A separate application must be submitted for each mobile laboratory. A mobile laboratory cannot be claimed as an auxiliary laboratory facility.
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PART B - PERSONNEL QUALIFICATIONS

Complete **Part B** for the director and principal analyst(s). Please make additional copies of these pages if necessary.

Laboratory Director: The person who is in charge of all analytical and laboratory processes; supervision of laboratory persons, including those designated as Principal Analysts; and is the final person responsible for the quality of data.

Principal Analyst: Person(s) who either supervises the activities of others in the analysis of environmental samples or operates sophisticated laboratory instruments. For these purposes, sophisticated laboratory instruments are: gas chromatograph / mass spectrometers (GC/MS), inductively coupled plasma spectrometers (ICP), direct current plasma spectrometers (DCP), liquid chromatograph / mass spectrometers (LC/MS), atomic absorption spectrometers (AA), gas chromatograph (GC), alpha particle or gamma ray spectrometers, electron microscopes (EM), Polarized light microscope (PLM), or high pressure liquid chromatograph (HPLC).

1. The person's complete name.
2. The person's title. For Principal Analyst identify the section supervised and/or instruments(s) operated.
3. The period of attendance, accredited college or university, major subject degrees, and year the degree was

- completed.
4. List training courses such as manufacturer training courses or technical schools, the time period, subject, certificate and year completed.
 5. List relevant experience in environmental analysis within the last five years. Include the time period, employer and address, job title and a brief description of work (e.g. Analyzed wastewater by AA).
 6. You may elaborate on environmental or non-environmental laboratory experience.
 7. List AWWA and/or CWEA laboratory analyst certificate, grade, and expiration date. Certificates may be used in place of required experience for laboratory personnel associated with a publicly owned drinking water or wastewater treatment plant.

PART C - FIELDS OF TESTING

Select the Fields of Testing (FOT) for which the laboratory wishes to be certified. The laboratory should only select those Fields of Testing for which the competency can be demonstrated at the time of the on-site inspection. Do not check any Fields of Testing for which the laboratory will not be ready at the time of the on-site inspection. The certificate may be amended later to add additional Fields of Testing. Application for Amendment is required. The appropriate fee for the added FOT is due with the application.

PART D - INVOICE FOR FEES

Claim of Exemption from Fees: California County or City Public Health Laboratories created under Health and Safety Code, Section 10115, or government owned reference laboratories may qualify for the exemption. You must submit written evidence on a separate sheet of paper for the claim of exemption under Sections 100860(a) or (g), Health and Safety Code.

Laboratories must submit all fees with the application, Health and Safety Code, Section 100860(a). The fees consist of a basic fee plus a Field of Testing fee for each Field of Testing requested. Enter the number of Fields of Testing for which you have applied, and multiply that number by the dollar amount given to get the Fields of Testing fee. Total the fees and enclose a check for the entire amount payable to "SWRCB – ELAP Fees", State Water Resources Control Board Accounting Office, ATTN: ELAP Fees, P.O. Box 1888, Sacramento, CA 95812-1888.
"Environmental Laboratory Accreditation Program Branch."

PART E - QUALITY ASSURANCE MANUAL

A quality assurance manual must be submitted with the application. The laboratory should, periodically at least annually, review its quality assurance program, its implementation and update as necessary.

The quality assurance manual shall include the following elements:

- Laboratory organization and personnel responsibilities
- Quality assurance objectives for measurement of data
- Sampling procedures (when the laboratory performs the sampling)
- Custody, holding, and disposal of samples
- Calibration, procedures and frequency
- Analytical procedures
- Acquisition, reduction, validation and reporting of data
- Internal quality control checks
- Performance and system audits
- Preventive maintenance
- Assessment of precision and accuracy
- Corrective action
- Quality assurance reports

Note: Please include an index to assist our auditors in their review of the quality assurance manual.

PART F – FIELD OF TESTING WORKSHEET

Submit the completed electronic and hard copy of the Field of Testing worksheet for each FOT the laboratory is seeking or amending accreditation. Follow the instruction provided with the worksheets.

PART G - OTHER PERTINENT INFORMATION

Use a separate sheet of paper to provide any additional information about your laboratory that you feel may demonstrate laboratory competency, such as other certifications and proficiency testing programs in which your laboratory participates.

PART H - APPROVAL FOR SUBMISSION

The application must be reviewed and approved for submission. The owner and laboratory name are required. It is not a legal application without the signature of the owner or owner's agent and the date. **Your application will be returned if this information is incomplete.**

TRADE SECRETS NOTIFICATION

Unless specifically designated as such, information in this application or submitted with it is not considered a trade secret and may be released without review by the Department in accordance with the Public Records Act. Personnel information in part B will not be disclosed except in compliance with the Information Practices Act of 1977.
